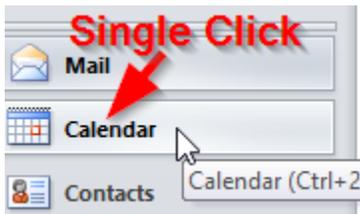


Adding Equipment / Room Calendars

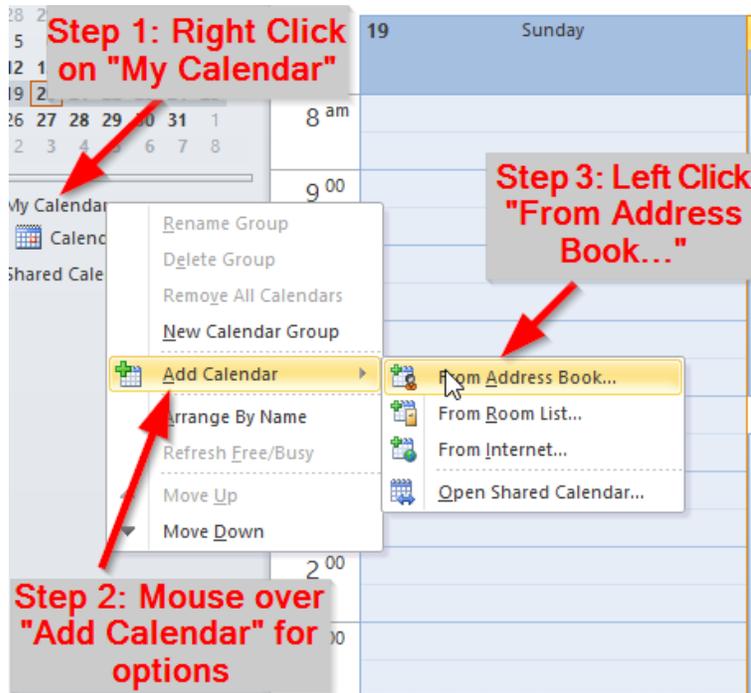
1. Start Outlook



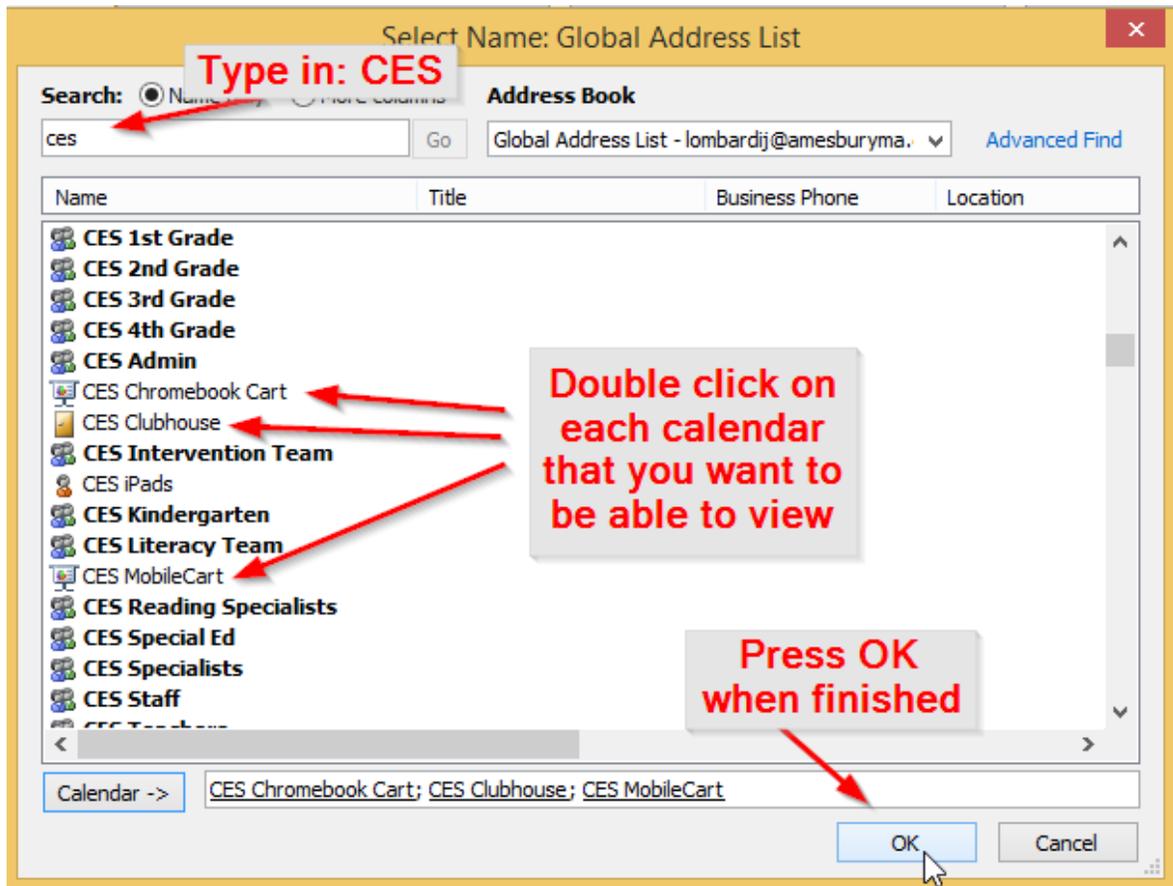
2. Click on Calendar



3. Right click on My Calendars, hover over Add Calendar, and left click on From Address Book...



4. Search for CES by typing “CES” into the search field, double click on any calendar you want to add, and press OK.



5. You should now have all calendars added under “My Calendars”, and can see the availability for the equipment or rooms added.

To see a copy of the initial e-mail sent out with this PDF, [please click here](#).